

NIH CHILD CARE BOARD MEETING MINUTES

March 14, 2002

Building 31 Conference Room 6

10:00 a.m. to 12:00 p.m.

Members in Attendance:

Corliss Taylor, Debra Chew, Maureen Gormley, Bob Henry, DES, for Juanita Mildenberg, David Lankford, Susan Reider, Mary Ellen Savarese, Wendy Thompson, Tim Tosten

Members Absent: Susan Huntley, Kim Plascjack, Qin Ryan, Barbara Thomas

Liaisons in Attendance:

Lee Ettman, Martina Vogel-Taylor, Tracy Rankin, Ann Anthan

Guests:

Deborah Carper/WSA

I. Welcome and Introductions: Corliss Taylor welcomed members and guests.

II. Approval of Minutes: Members voted and approved the minutes from the January 10, 2002 meeting.

III. Report on the Distribution of the 2001 Board Report:

Corliss Taylor and Mary Ellen Savarese will be meeting (or have met) with the following groups/organizations to share and discuss the Board's report:

- On April 2nd they will meet with the NIH Executives Officers Committee.
- On April 12th Mary Ellen Savarese will meet with the Women's Scientists Advisors. She previously had met with Deborah Carper, WSA Chairperson, to review the recommendations outlined in the report, specifically the ones which have a particular impact on the WSAs. Deborah Carper suggested meeting with the FELCOM group.
- On April 26th they will meet with Dr. Kirschstein, Acting Director, NIH. A copy of the report was forwarded to Dr. Kirschstein in January.
- Mary Ellen Savarese met with the CC Quality of WorkLife Committee. As a follow-up to this meeting, she is meeting with Henry Primas, Chief, Housekeeping and Fabric Care Department, CC, to discuss his employees' child care issues (cost of care and access to child care). She is also meeting with Walter Jones, Deputy Director for Management and Operations, CC to review with him some specifics of the Board's report.
- Mary Ellen Savarese met with Viola Black, NCI Fellows Office to discuss the issue concerning the exclusion of IRTAs, Fellows, Post Docs, etc. from priority placement within the NIH child care centers. This information needs to be communicated throughout the scientific community and other NIH populations in order to gain support in seeking legislative relief.

Mary Ellen Savarese summarized that additional space for child care is a concern for everyone, along with the cost of child care, and the need for the NIH to participate in a subsidy program would benefit the scientific community as well as a number of Clinical Center employees. She concluded these meetings by stating that the Child Care Board is interested in ensuring that it is representative of the whole breath of the NIH as it relates to Board membership and participation. She asked members to let her know if there were any other groups/organizations that would be interested in the Board's report that should be contacted.

IV. Board Member Discussion: Members briefly discussed the following:

Membership Terms – Currently there is no set date for when a membership term begins. There will be two members whose terms will end in April, and two other members that have had leave their terms unexpectedly. Unfortunately, the Board has not received any solicitations for new members to fill these slots. With four members leaving the Board and no new members starting, this will have a negative impact on the Board's activities.

- Members were asked to consider having all membership terms start in June/July and end three years later. This would eliminate the wide variation in start and end dates (only 1/3 of the Board would leave each year) and make recruitment a once a year focus. Orientation for new members will occur in August.

Membership Application – A sample on-line membership application and the current “How to Become a Member” information from the website was distributed to members to review. Members shared the following comments/concerns:

- Elaborate on the question “Tell us about yourself” to note any special skills/attributes and/or any other volunteer activities/committees the person may be involved in.
- The recruitment process should be more open/inviting and customer focused rather than asking an employee to apply for membership.
- Could Board members recruit for new members via word of mouth (personal contact) and “sponsor” this person?
- The Board should advertise solicitations for members in specific fields (support staff and scientific) that are not currently represented on the Board.
- Is there a need to have two types of solicitation formats - a letter and an on-line application?
- The Board should approach the NIH Committee Management Office for guidance on defining the Board's membership criteria (openness, equitability, balance, etc.). This office may offer the Board free consultation. Maureen Gormley will provide Mary Ellen Savarese the name of someone she can contact in this office to see if they can assist the Board.

Debra Chew and Susan Reider volunteered to review and expand on these documents and suggest a user-friendlier and less intimidating process for employees to solicit their nominations to the Board. Mr. David Lankford will assist the Board in identifying other membership categories for non-federal employees, i.e., IRTA's, Fellows, Post Docs, etc. who may be interested in serving on the Board in a non-voting position.

Other activities currently underway:

- The NIH Child Care Board card will be revised to include more facts about the Board, i.e. number of meetings per year, 12 – 15 hours of your time, when the Board meets, etc., so that it can be handed out to solicit prospective members.
- Mary Ellen Savarese informed members that there would be two articles about child care and the Board soon published; one in the NIH Catalyst; and one in the ORS New2Use. An article has also been sent to the CC News for publication.

- The results of the ORS Child Care Needs Assessment will soon be posted on the NIH Child Care Program website.

Board Calendar – The Board was asked to consider having its calendar year begin in September and end in June.

Schedule of Board Meetings – The Board was asked to consider changing the frequency of its meetings from every 8 weeks to every 6 weeks. This would provide better continuity in meeting discussions or activities, and would eliminate summer meetings. Meetings will continue to be held on Thursdays. A list of potential meeting dates will be forwarded to members to review and approve at the Board's May meeting.

V. Preliminary Discussion of the 2002 – 2003 Board Work Plan: A copy of the Board's priorities for 2002 and its 2001 Work/Action Plan was distributed to members for review. Members were asked to come up with some action items for their work/action plan that would correlate with their priorities. Due to time constraints, the Board was only able to review one priority. Members will re-address this topic at its May meeting.

- Raise the visibility of Child Care as an important recruitment and retention tool for the NIH. Members determined that raising the visibility of child care was not the priority, but improving child care information at the NIH, which will reflect the reality so that the NIH can have successful recruitment and retention was a more accurate statement.
 - Strengthen the internal infrastructure (support system) for new employees seeking child care services. Work toward a goal that 100% of these parents receive some form of assistance.
 - Include articles in the various NIH newsletters and other similar publications.
 - Provide information on the NIHLISTSERV.
 - Work with recruitment offices to ensure that correct information on child care services is provided to new employees.
 - Pursue having all IC web pages that address child care information link to the NIH Child Care Program website.

VI. ORS Child Care Programs Update: Mary Ellen Savarese and Tim Tosten updated members on the following WEPB child care activities:

Child Care Survey Results – Mary Ellen Savarese and Tim Tosten presented the results from child care survey results to the ORS Executive Committee at the beginning of the month, and will be meeting with the ORS Advisory Committee in April. After these meetings occur, it is anticipated that the survey can then be released to the NIH community.

Waiting List Management – WEPB has sign a contract with LifeWork Strategies, Inc. (this company also provides the NIH Child Care Resource and Referral Services) to oversee the management of all three center's wait lists. This new service ties into the Board's intent for a "one-stop-shop" for new employees coming to the NIH. All three centers will be providing copies of their current wait lists to LifeWork Strategies, Inc., who will enter this information into their management software program. This new service is scheduled to begin in April.

Child Care Subsidy – The WEPB is moving forward in preparing a proposal for a subsidy program. An internal presentation was given within ORS. As a result, several comments/questions were provided. The WEPB has now begun working on responses to these comments/questions. The WEPB is also working closely with the WFLC on the development of this proposal.

VII. Round Robin:

- Wendy Thompson informed members that the WFLC Child Care Resource and Referral Service received 83 calls for summer care in one day, which is more than the average 30 calls they receive in one month.

ChildKind, Inc.:

- Construction work has begun on the west substation project adjacent to the entrance of the center.
- The CPR training scheduled in February was postponed and rescheduled for April 27.
- A Professional Day will be scheduled in May for staff to participate in an all-day training at the center.
- The Board is planning its Staff Appreciation Day –a picnic/cook out will be held at Cabin John.

POPI:

- Children celebrated the Chinese New Year.
- The Center Board has some concerns regarding the NIH's proposal to install a perimeter fence around the campus and how their non-NIH parents will access the center.
- Completed its enrollment for next year's Kindergarten program.

ECDC:

- Scholastic Book Fair is taking place this week.
- Completing its enrollment for summer camp.
- Completing its fall enrollment, approximately 95% full.

VIII. Adjourn: Meeting adjourned at 11:55 a.m.
The next meeting is scheduled for May 9, 2002.

Prepared by:
Pamela Jenkins
April 25, 2002

